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DEAST-10/20/49

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

Document No. 5

NO CHANGE in Class. ☐

☒ DECLASSIFIED

Class. CHANGED TO: TS S C

CIA Memo, 4 Apr 77

Auth: DDA REG. 77/1753

Date: 11/17/99 BY: 024

ADMINISTRATIVE INSTRUCTION  
NO. 40-5

SUBJECT: Requisitioning Supplies, Equipment, and Services

RESCISSIONS: Administrative Instruction No. 40-6, dated 6 February 1947,  
Administrative Instruction No. 40-12, dated 20 October 1947,  
Administrative Instruction No. 60-8, dated 8 March 1948,  
and Administrative Instruction No. 40-9, dated 27 June 1947.

1. Assistant Directors and Staff Chiefs may delegate authority to requisition supplies, equipment, and services to any commissioned officer of the Armed Forces or any employee of GS-7 classification or higher.

Names of employees designated to requisition supplies, equipment, and services shall be filed with the Chief, Services Division, Administrative Staff.

2. "Stock Items" are those items for which there is a general demand throughout the Agency. These items are stocked in the warehouse and listed in the CIA "Office Supplies" and "Office Furniture and Equipment" catalogs. "Purchase items" are those items which will be purchased by the Services Division upon specific request by the office using the items.

3. Departmental requests for supplies, services, (except reproduction service), and equipment normally shall be made on Form No. 36-7, signed by a designated employee, and forwarded to the Services Division. Emergency or minor equipment service may be requested verbally from the Services Division.

a. The original and one copy of Form No. 36-7 are necessary for expendable stock items.

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b. The original and two copies approved by an Accountable officer, are necessary for non-expendable stock items, and for purchase items.

c. The original and two copies approved by an Accountable Officer, are necessary for major repairs of equipment.

d. The original and one copy are necessary for the alteration and repair service to buildings, partitions, plumbing, electrical fixtures, wiring, etc., and telephone installation and service. The requisition shall explain in detail the service requested, including the location where service is necessary and a sketch of wiring plans or buzzer systems.

4. Assistant Directors and Staff Chiefs or their designees shall authorize requests for reproduction service.

a. Departmental requests shall be made on Form No. 36-2, The original and two copies are necessary and shall be prepared in accordance with instructions on the reverse side of the form.

(1) Requisitions for forms and form letters shall be submitted through the Management Staff.

(2) Requisitions for other reproduction shall be submitted to the Reproduction Branch, Services Division.

b. Priorities and time of completion for all types of reproduction are established as indicated below:

<u>PRIORITY</u>	<u>USED WHEN</u>	<u>COMPLETED</u>
AA	Extremely Urgent	Immediately
A	Most Urgent	72 Hours
B	Urgent	7 days
C	Less Urgent	14 Days
None	Not Urgent	30 Days

(1) The priority requested will be shown under "REMARKS" on Form No. 36-2. AA and A priority requests shall include justification for urgency.

(2) The Chief, Reproduction Branch, shall be responsible for resolving priority conflicts and for expediting AA and A priority reproduction.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

  
Captain, USN  
Executive

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DISTRIBUTION: A

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